

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 37

CONTRACT INSPECTION REPORTS

1. Effective immediately the use of Form 1897, Contract Inspection Report shall be discontinued and the short ORD generated report form shall be substituted for it.

2. Description

a. The ORD generated form is issued in two parts with the top half constituting the inspection report. The contract value and the scheduled completion date shown on the top half of the form are taken from the contract and/or any contract amendments and reflect the legal value and completion date of the contract. These entries are not changed until an amendment to the contract has been executed and a copy received in the Administrative Office.

b. The lower half of the form contains data from previous inspection reports and contractor financial reports. If no financial data is shown then either no report from the contractor is required or the Administrative Office is not receiving a copy of the report. Project Officers will detach this portion of the form and either retain or destroy it.

3. Completion of the Inspection Report

a. It is the responsibility of the contractor to provide the financial information, therefore, the project officer will not include financial data in his report.

b. The project officer will check off his evaluation of the technical performance, enter his estimate of the percentage of work completed at the date of last contact, enter the date of that last contact and enter whether or not, in his opinion, the contractor is maintaining a level of performance which will complete the work on or before the scheduled completion date.

SUBJECT: CONTRACT INSPECTION REPORTS

c. If the contractor is not keeping to such a schedule, enter in the appropriate space whether or not an extension will be requested. If a time extension is necessary the "Comments" section of the form may be used for the request and the reason for the extension. A separate memorandum is not required. Comments on progress of the contract are entered into the computer data base, therefore, use of the "Comment" space is encouraged.

(1) The signature of the project officer and initials of the Division Chief are required on the form.

(2) Detach the lower portion of the form and retain or destroy. Do not fill in this lower portion.

4. Distribution

Original to C&AS/ORD, copy one to AO/ORD, and copy two for division file.

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5. If errors are noted on the form, contact [REDACTED] between 1200 and 1400 hours so that the error can be checked and changed immediately.

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[REDACTED]  
Robert M. Chapman  
Director of Research and Development